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Executive Assistant to DCI

Document No. 124

1 December 1953

NO CHANGE in Class. ☐

☐ DECLASSIFIED

Class. CHANGED TO: TS S (C)

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Date: 27/01/78 By: 008

Director of Training

Weekly Summary Report

25X1A9a

1. On November 24, [REDACTED] Chief, Intelligence Training Division, attended a meeting of Training Liaison Officers from the ID/A offices and discussed the proposed Intelligence Refresher course for employees of those offices. The course as outlined seemed satisfactory. The Office of Training plans to offer this course the second week in January and to repeat it at approximately bimonthly intervals as long as the ID/A offices consider that there is a need for it. The Training Liaison Officers present at the meeting believed they would have from 40 to 50 employees to enroll for the first course.

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2. [REDACTED] Training Liaison Officer of OSI, has discussed with Office of Training representatives the requirements of his office for a course in the "Writing of Intelligence Reports." According to [REDACTED] the OSI Career Service Board is interested in having OTM conduct such a course at an early date. We are planning to have the prospectus of a course ready to discuss with OSI and other interested offices by December 15 and to schedule a class as soon after January 1 as staff and space permit.

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3. The Human Resources Program will be presented to a top management group on 1, 7 and 8 December at 2:30 p.m. in the Conference Room, Administration Building. Individual conferences will be held with the members of the group on 2, 3 and 4 December.

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4. The first group of Logistics trainees reported to [REDACTED] on 30 November 1953 for a three-week course in field supply procedures.

5. The Clandestine Services have recently made available to the Office of Training several new case histories for review and development as instructional aids in the operational courses. The developmental work in sterilizing and preparing these cases as training aids is being conducted by a group of carefully selected instructors. PP and PM subjects are among those to be illustrated. While case histories have been used in the past, it has not been possible to cover fully PP and PM activities since these operations had not been documented.

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6. The Office of Training is in process of publishing a long-term schedule of courses which is designed to eliminate the previous system of course announcements. This will be accomplished by combining in one schedule the pertinent details from course announcements with the projected dates of course offerings. The new schedule will be released by 10 December 1953.

7. Students presently in full-time OTR
courses in CIA installations..... 275
Students presently in part-time OTR
courses in CIA installations..... 379
Students presently in full-time
external training..... 106
Students presently in part-time
external training..... 197
TOTAL..... 957

ARTICLE DATED

ME:ep

cc: DD/P
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AD (Commo)

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